




STATE PROFESSIONAL DEVELOPMENT CENTER

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“Professional is not a label you give to yourself. It is a description you hope others will apply to you” - David Maister

MEETING MINUTES



Minutes fill both practical and legal needs in organizations. The minute taker is the historical record keeper for the organization. This class will discuss what information we should record and what we should leave out. Participants will acquire the tools needed to take effective notes and to write meaningful minutes.



[CLICK HERE FOR CURRENT SCHEDULE TO REGISTER](#)

We provide pertinent and challenging education in leadership, management, communications, self-management, and public administrative issues. The State Professional Development Center plays an integral role in the pursuit of productive and engaged employees for the 21st century.

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